

TO: Members of the Board of Trustees

FROM: Michael Claire, Chancellor

PREPARED BY: Julie Johnson, Chief Human Resources Officer
David Feune, Director, Human Resources

APPROVAL OF PERSONNEL ITEMS

New employment; changes in assignment, compensation, and placement; leaves of absence; changes in staff allocation and classification of academic and classified personnel; retirements, phase-in retirements, and resignations; equivalence of minimum qualifications for academic positions; and short-term temporary classified positions.

**A. ADMINISTRATIVE APPOINTMENT, REAPPOINTMENT, ASSIGNMENT, AND REASSIGNMENT
(NP = New position, * = New Employee)**

Skyline College

Martina Center	Interim Director of Middle College	Strategic Partnerships & Workforce Development
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Assigned to this full-time interim academic exempt supervisory assignment at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$135,240 - \$171,324, effective February 13, 2023.

B. PUBLIC EMPLOYMENT

1. New Hires (NP = New Position, * = New Employee)

College of San Mateo

Sione Sina*	Retention Specialist (Dual Enrollment) (NP)	Strategic Initiatives and Economic Development
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New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective March 1, 2023. This position was previously Board approved on April 27, 2022.

Lia Thomas	Librarian	Academic Support and Learning Technologies
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New Contract II status academic employment, effective February 23, 2023, replacing Stephanie Roach who was reassigned to Library Systems and Applications Developer.

Olivia White*

Program Services Coordinator

International Education

New full-time, 12-month classified employment (Grade 27 of the Classified Salary Schedule 60; Salary Range: \$68,580 - \$87,504), effective March 20, 2023, replacing Christine Woo who transferred to Skyline College.

Skyline College

Nancy Villeda Santana*

Admissions & Records Assistant III

Enrollment Services

New full-time, 12-month classified employment (Grade 24 of the Classified Salary Schedule 60; Salary Range: \$63,840 - \$81,636), effective February 23, 2023, replacing Gretel Barreto who was reassigned to Program Services Coordinator – Degree Audit.

2. Re-Employment

None

C. REASSIGNMENT THROUGH THE HIRING PROCESS

Cañada College

Allison Barreto Hughes

Instructional Designer

Academic Support and
Learning Technologies

Reassignment from a full-time, 12-month Instructional Technologist (Grade 190S of the Classified Professional - Supervisory Salary Schedule 40; Salary Range: \$84,840 - \$108,648) into this full-time faculty position (Salary Schedule 80), effective August 14, 2023.

D. TRANSFER/ADMINISTRATIVE REASSIGNMENT

None

E. NON-REPRESENTED EMPLOYEES ADDITIONAL DUTIES ASSIGNMENT

None

F. CHANGES IN STAFF ALLOCATION

Cañada College

1. Recommend a change in staff allocation to add one academic supervisory “Director of Equity” position at Grade 193E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (Salary Range: \$135,240 - \$171,324) in Student Services, effective February 23, 2023. *(Justification attachment #01)*
2. Recommend a change in staff allocation to add one part-time (48%), 12-month “Program Services Coordinator” position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$32,918.40 - \$42,001.92) for the Umoja Program in the Humanities and Social Sciences Division, effective February 23, 2023. *(Justification attachment #02)*
3. At its meeting on August 24, 2022, the Board approved the addition of one temporary full-time, 12-month “College Recruiter” (3CC052) position at Grade 175S of the Classified Professional – Supervisory Salary Schedule 40 (Salary Range: \$73,272 - \$93,600) in Student Services, effective September 1, 2022 through June 30, 2023. The College is requesting an extension of this temporary position through June 30, 2025. *(Justification attachment #03)*

College of San Mateo

4. Recommend a change in staff allocation to add one “Administrative Assistant” position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$68,580 - \$87,504) in Student Equity, effective February 23, 2023. *(Justification attachment #04)*
5. Recommend a change in staff allocation to add one “Program Services Coordinator” position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$68,580 - \$87,504) for the Umoja Program in Academic Support and Learning Technologies Division, effective February 23, 2023. *(Justification attachment #05)*
6. Recommend a change in staff allocation to add one “Program Services Coordinator” position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$68,580 - \$87,504) for Basic Needs services in the Enrollment Services Division, effective February 23, 2023. *(Justification attachment #06)*
7. Recommend a change in staff allocation to add one “Program Services Coordinator” position at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$68,580 - \$87,504) for English as a Second Language services in the Strategic Initiatives and Economic Development Division, effective February 23, 2023. *(Justification attachment #07)*
8. Recommend a change in staff allocation to add one “Program Services Coordinator” position funded by Workforce Development Grants at Grade 27 of the Classified Salary Schedule 60 (Salary Range: \$68,580 - \$87,504) in the Strategic Initiatives and Economic Development Division, effective February 23, 2023. *(Justification attachment #08)*
9. Recommend a change in title of the Director of SparkPoint (4C0427) position at Grade 192E of the Academic-Classified Exempt Supervisory Salary Schedule 35 (Salary Range: \$122,688 - \$155,388) to Director of SparkPoint and Crisis Relief Program in Enrollment Services, effective February 23, 2023. In addition, the responsibility of faculty supervision for the Crisis Relief Program requires a position classification change from classified exempt supervisory to academic exempt supervisory. This recommendation will not result in a salary adjustment. Accordingly, recommend a corresponding adjustment in the position title and classification for Julie Gardner, effective February 23, 2023.

District Office

10. Recommend a change in staff allocation to convert the Contract Specialist (Measure H) (1CC028) position (Grade 38 of the Classified Salary Schedule 60; Salary Range: \$89,796 - \$114,972) from a temporary position to a permanent position in General Services, effective February 23, 2023. In addition, recommend the reassignment of incumbent Maria Lourdes Aquino into the permanent position through the managed hire process, effective February 23, 2023. *(Justification attachment #09)*
11. Recommend a change in staff allocation to convert the Project Coordinator I (Measure H) (1CC007) position (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$73,968 - \$94,392) from a temporary position to a permanent position in the Facilities Department, effective February 23, 2023. In addition, recommend the reassignment of incumbent Virna Rodas de Moran into the permanent position through the managed hire process, effective February 23, 2023. *(Justification attachment #10)*
12. Recommend a change in staff allocation to convert two Project Coordinator II (Measure H) (1CC008 and 1CC025) positions (Grade 30 of the Classified Salary Schedule 60; Salary Range: \$89,796 - \$114,972) from temporary positions to permanent positions in the Facilities Department, effective February 23, 2023. In addition, recommend the reassignment of incumbents Lisa Roecks and Cindy Tran into the permanent positions through the managed hire process, effective February 23, 2023. *(Justification attachment #11)*
13. Recommend a change in staff allocation to convert two Project Manager II (Measure H) (1CC016 and 1CC017) positions (Grade 191E of the Academic-Classified Exempt Supervisory Salary Schedule 35; Salary Range: \$116,808 - \$147,984) from temporary positions to permanent positions in the Facilities Department, effective February 23, 2023. In addition, recommend the reassignment of incumbent Thomas Lo into the permanent position. The other position is currently vacant due to Marie Mejia serving as the interim Director of Capital Projects. *(Justification attachment #12)*
14. Recommend a change in staff allocation to convert the Director of Capital Projects (Measure H) position (1AC001) (Grade AE of the Management Salary Schedule 20; Salary Range: \$161,328 - \$205,824) from a temporary position to a permanent position in the Facilities Department, effective February 23, 2023. Marie Mejia currently serves as the interim Director of Capital Projects. Should the Board of Trustees approve the conversion of the position, the District will begin a full recruitment process to hire for the permanent placement. *(Justification attachment #13)*
15. Recommend a change in staff allocation to delete one IT Support Technician I (1C0406) position (Grade 27A of the Classified Salary Schedule 60; Salary Range: \$69,276 - \$88,368), effective February 23, 2023. In addition, recommend a change in staff allocation to add one full-time, 12-month IT Support Technician II (Grade 31A of the same Salary Schedule 60; Salary Range: \$76,404 - \$97,620) in the ITS Department, effective February 23, 2022. Position is currently vacant. *(Justification attachment #14)*

G. PHASE-IN RETIREMENT

None

H. LEAVE OF ABSENCE

None

I. PUBLIC EMPLOYEE RETIREMENT AND RESIGNATION

1. Retirement

Cañada College

William Morales Professor Humanities/Social Science

Retiring as Professor Emeritus effective December 16, 2022, with 30.5 years of District Service. Eligible for District retiree benefits.

College of San Mateo

Joseph Mangan Professor Kinesiology/Athletics/Dance

Retiring as Professor Emeritus effective May 26, 2023, with 24.5 years of District Service. Eligible for District retiree benefits.

Mounjed Moussalem Professor Business/Technology

Retiring as Professor Emeritus effective December 16, 2022, with 5.5 years of District Service. Not eligible for District retiree benefits.

Karen Sukle Office Assistant II Counseling

Retiring effective February 28, 2023, with 16 years of District Service. Not eligible for District retiree benefits.

District Office

John Rezzonico IT Support Technician I ITS

Retirement effective December 29, 2022, with 12 years of District Service. Not eligible for District retiree benefits.

2. Post-Retirement

None

3. Resignation

District Office

Larisa Howes Accountant Administrative Services

Resignation effective March 31, 2023, with 20.5 years of District Service.

Julio Pineda

Groundskeeper

Facilities

Resignation effective February 6, 2023, with 3 years of District Service.

Skyline College**Amal Aloudi**

Cosmetology Aide

Business, Education and
Professional Programs

Resignation effective January 6, 2023, with 4.5 years of District Service.

Russell WaldonDean of Strategic Partnerships
& Workforce DevelopmentStrategic Partnerships
& Workforce Development

Resignation effective February 2, 2023, with 4 years of District service.

J. ESTABLISHMENT OF EQUIVALENCY TO MINIMUM QUALIFICATIONS

None

K. PROFESSIONAL EXPERT/CONTRACT POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
Skyline College	Administrative Services	2	02/23/2023	06/30/2023	Professional Expert: Consultant: To provide training and consultative services during the fiscal year on an as-needed basis. For grants, contacts, allocation model research, and other fiscal related matters. Requesting Manager: Joseph Morello

L. SHORT-TERM, NON-CONTINUING POSITIONS

<i>Location</i>	<i>Division / Department</i>	<i>No. of Pos.</i>	<i>Start and End Date</i>		<i>Services to be performed</i>
College of San Mateo	Administrative Services	1	02/23/2023	06/30/2023	Staff Assistant: This position will assist with the overall operational support including departmental budget maintenance, compiling and maintaining data for reports, preparing correspondence and other special projects as needed. Requesting Manager: Anthony Djedi
District Office	Auxiliary Services/ Bookstores	3 (1 position per Bookstore)	02/23/2023	05/31/2023	Bookstore Operations Assistant: The Bookstores are requesting short-term staff to support the classified and management staff with preparation of inventory for year-end reports and to prepare for summer and fall back to school sessions. Requesting Manager: Kurt Scholler
Skyline College	Enrollment Services – Outreach	1	02/23/2023	06/30/2023	Program Services Coordinator: This position works directly with College Recruiter to support Outreach and Enrolment efforts. Duties include: exchanges information with students, staff, high school counselors and community partners; makes presentations and conducts workshops for small and large groups as a college representative; participates in planning and implementation meetings with college and community partners, plans joint events with college departments and programs with college and community partners Requesting Manager: William Minnich

New Position – Executive Summary

Position Title: Director of Equity

Position Classification & Salary Range: Academic-Classified Exempt Supervisory Position
Salary Schedule 35, Grade 193E

Position Funding Source: Cañada College SEAP Funds

Position Description:

The Office of the Vice President of Student Services seeks a full-time Director of Equity. This position will support Cañada College in leading conversations and strategic planning around equity and antiracism in an effort to advance the college's commitment to equity and antiracism. This position will report to the Vice President of Student Services and will anchor the College's foundational work in equity and antiracism by strengthening existing practices and systems for equity-minded and antiracist teaching, learning and service. This position will also scale College best practices and create richer dialogue, collaborations, and coalitions for equity, antiracism, and justice initiatives at Cañada.

Role & Responsibilities:

The primary responsibility of the Director of Equity is to provide leadership support for College cultural center personnel, ambassadors, programs, events, and workshops, including extensions of DHSI and AANAPISI grants and projects. The Director will also lead and collaborate with students, faculty, and staff on College goals, projects, councils, and initiatives to build a stronger culture of equity and antiracism (EAPC/ACES, District/College Antiracism Councils, equity audits, campus climate surveys and assessments, etc.). Other duties include the development of a clear vision and framework for equity and antiracism at our college and for coordinating and evaluating antiracist and equity-minded programs and trainings across the college. The Director will lead and collaborate with College leaders on all local, regional, State, and Federal reports and strategic plans for equity, antiracism, and justice as outlined in local and Statewide integrated and strategic plans (and beyond). This position will include weeknight and weekend events and activities on-campus and in the community.

Rational/Justification for the Position:

The Director of Equity will support the College strategic plans to address the goals and outcomes of federal, state, and regional plans for equitable outcomes such as the CCCCCO Vision for Success initiatives and strategies for diversity, equity, inclusion, accessibility and antiracism initiatives related to the 2020 Call to Action. The Director will fulfill various College strategies from the Educational Master Plan such as the development of a College Cultural Center and other initiatives connected to the College Equity Plan and the Equity & Antiracism Planning Council.

Process Used:

Full review and discussion through Cañada College's position prioritization request process in November and December 2022 as part of its annual integrated planning and budgeting cycle.

New Position—Executive Summary

Position Title: Program Services Coordinator (.48%), Cañada Umoja Community

Position Classification & Salary Range: Classified Salary Schedule (60), Grade 27

Position Funding Source: State Funds, Student Equity and Achievement Program (SEAP)

Position Description:

The program services coordinator serves the Cañada College Umoja Community (Umoja Program) to ensure program start-up and long-term sustainability. The PSC organizes and implements student recruitment and coordinates for students college services—from registration to transfer and/or career—and special events, tours, specialized programs and other support as appropriate. The PSC provides consistent, sustained, student contact and serves as liaison to college and community resources in order to facilitate students' successful transition to college and/or career.

Role & Responsibilities:

The PSC directly leads or partners with college programs to support extensive outreach (and in-reach) in order to recruit students for the Umoja Program. Likewise, the PSC is responsible for serving as a representative of the college and the program in creating an Umoja presence across campus and in local communities, working specifically in conjunction with college outreach and recruiters to support the communities of East Palo Alto and North Fair Oaks. The PSC leads or organizes a variety of workshops, presentations, and program activities. The PSC is responsible for coordinating direct program support to students (travel, textbooks, work-study, food grant program, and transportation) and for facilitating student participation in college services and activities. The PSC proactively reviews student data and records to facilitate student program cohorting, accurate registration, attendance, and ultimately course completion. The PSC works in close collaboration with the Umoja Program faculty coordinator and team to provide necessary instructional and student services support. As a member of the Umoja Program team, the PSC ensures successful completion of Umoja program goals, in support of the College goals:

1. Actualize Equity in College—Institutional Goals
2. Increase Black Student Achievement and Success
3. Establish District-Wide Umoja Program Connections & Shared Anti-Racism
4. Institute Community Outreach and Form Connections

Rationale/Justification for the Position:

The PSC supports outreach, recruitment, course completion, 4-year transfer or career/job placement of Umoja program students. Likewise, the Umoja Program will serve as a model for how to successfully increase college participation rates and success among Black and/or Black identifying students. Strategies and practices will also be expanded or adapted across departments or areas of the college to more effectively address the needs of underserved BIPOC students at large, and specifically Pacific Islander and Native American students. The PSC position supports the college mission by facilitating the college's "learning-centered" environment. It especially supports creating equitable opportunities so students achieve transfer or career goals. The position aligns with college strategic planning, specifically to promote

Student Access, Success and Completion (College Goal #1) and create an Equity-Minded and Antiracist College Culture (College Goal #2). The position also serves the college to enhance Cañada's marketing and outreach efforts to East Palo Alto and among communities of color in our service area (College Goal #3). As a critical support position to the Umoja Program, the PSC position enacts our college Commitments, as described in the college's Anti-Racist Framework (2020), directly supporting the Cañada College Antiracism Task Force's action to phase-in the Umoja Program and develop program and student resources as well as build-out comprehensive curriculum.

Process Used:

The college program review process (2022-2023) for requesting positions was followed. The position was presented to the college community for review. It was presented at the Planning and Budget Council and recommended to the College President for consideration.

New Position – Executive Summary

Position Title: College Recruiter (2-Year Temporary Position)

Position Classification & Salary Range: Classified Professional/Supervisory, Salary Schedule 40, Grade 175S

Position Funding Source: Cañada College Immediate Action Plan Funds

Position Description:

The Office of the Vice President of Student Services seeks a full-time, temporary College Recruiter to join Cañada College's outreach and recruitment efforts in the community. The ideal candidate will share the College's commitment to foster, recruit, engage, and support a racially and socioeconomically diverse student population. This position will report to the Director of High School Transition & Dual Enrollment for the planning, implementation, and execution of a community-focused student outreach and recruitment plan. Outreach and recruitment for this position will include, but is not limited to, the following focus areas: Adult Education, English as a Second Language (ESL), and Dual Enrollment for Black, Indigenous, and People of Color (BIPOC) communities in East Palo Alto, North Fair Oaks, and Menlo Park.

Role & Responsibilities:

The primary responsibility of the College Recruiter is to strategically plan and execute an outreach and recruitment campaign for East Palo Alto, North Fair Oaks, and Menlo Park with a focus on BIPOC communities. This position will work with various programs on campus, including PUENTE, Umoja, Dual Enrollment, ESL, Adult Ed, Promise Scholars Program and other special programs and populations to strategically-plan informational campaigns, publicity materials, outreach activities, and recruitment objectives. Other duties include making presentations to small and large groups to provide information about college and District programs, courses, student support services, activities, short and long-range plans, meeting with college staff and faculty, and community members to present and discuss recruitment and retention issues. This position will include weeknight and weekend events and activities, as well as a satellite office location in the community.

Rational/Justification for the Position:

The College Recruiter serves as additional support for the Outreach Department to expand Adult Education, English as a Second Language (ESL), and Dual Enrollment with a focus on BIPOC communities. This position helps direct and engage in the research, data compilation, and regular reporting for the College's outreach and recruitment efforts – including annual program review. The addition of this temporary College Recruiter will provide dedicated outreach and recruitment efforts to address enrollment recovery and refresh community engagement opportunities in light of the COVID-19 pandemic.

Process Used:

Full review and discussion through Cañada College's position prioritization request process in November and December 2022 as part of its annual integrated planning and budgeting cycle.

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Administrative Assistant

Position Classification and Salary Range: Salary Schedule 60, Grade 27 (\$68,580.00 to \$87,504.00)

Position Funding Source: Student Equity and Achievement Program (SEAP) Grant

Position Description

The Administrative Assistant performs difficult and specialized clerical tasks in support of the Office of Equity. Some of these tasks include analyzing situations accurately, identifying problems as well as recommending solutions. In addition, this position provides administrative support to the Director of Equity, with the expectation of resolving problems with minimal supervision. The Administrative Assistant exercises independent judgment while initiating and coordinating office procedures and timelines. Under the direction of the Director of Equity, this role initiates, implements and coordinates other staff workloads and timelines to complete major projects. Public contact is extensive, and involves College and District staff, faculty, students, vendors, other educational institutions, business and community representatives, regulatory agencies, and governmental agencies. A high degree of independent judgment and creativity is required to resolve many minor and occasional major problems that arise, by selecting from among alternative procedures that are available. The Administrative Assistant can also lead the work of other clerical staff, volunteers and student assistants as assigned.

Rationale/Justification for the Position

As part of our focus on equity and social justice, the College anticipates an increase of student programming within the Office of Equity. The Administrative Assistant will therefore prove critical in providing much needed administrative support to the immediate and long-term goals for the Office of Equity. Furthermore, the Administrative Assistant will work closely with the Director of Equity to help with future planning efforts by coordinating staff workloads and timelines to complete major projects.

The Office of Equity is expected to grow its professional staff from one to six. The Office will also be undertaking major projects, among which the logistical and physical move of the Multicultural and Dream Center, the launch of the CSM Pride Center as well as the Office of the Ombudsperson. The Administrative Assistant will play a key role in helping lead these administrative efforts as the College continues to address opportunity gaps for disproportionate impacted student populations. The role will also be pivotal in coordinating capacity building opportunities connected to diversity, equity, inclusion, and accessibility for CSM instructional and non-instructional staff.

Process Used

The position was approved through the College's resource request process.

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Program Service Coordinator

Position Classification and Salary Range: Salary Schedule 60, Grade 27 (\$68,580.00 to \$87,504.00)

Position Funding Source: Student Equity and Achievement Program (SEAP) Grant

Position Description

Under direction, the Program Services Coordinator assists in the planning, coordination, and implementation of such services as student recruitment, orientation, job skills assessments and job placement, special events, tours, individual and specialized programs and other support current and potential program participants. Public contact is extensive and can include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. The Program Services Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

Rationale/Justification for the Position

As of Fall 2022, CSM Umoja serves sixty-four (64) students, the vast majority of whom are African or African American. This constitutes, depending on the semester, 25-30% of the college's Black population. This new position will enable CSM Umoja to scale up its services to include all Black students (which was 176, as of fall 2022).

As the Black population has continued to decline, both in the county of San Mateo and at CSM, black students are becoming more and more marginalized and invisible. The success of the Umoja program will serve as a counterweight to this marginalization. The PSC position will prove pivotal in community outreach, new student recruitment as well as implementing the Umoja High bridge program in Umoja's most recent program review.

In addition to recruitment and community engagement, responsibilities for this PSC will include event/field trip planning, facilitating workshops and other student success events. The PSC will lead the Umoja educator team, collaborating with the Umoja academic and personal counselors. The PSC would also take on the Umoja retention work. The PSC will further supervise peer mentors and work with the coaches to support Black athletes. The PSC will also participate in budget development and, will provide professional development opportunities for the Umoja team and campus writ large.

The CSM Umoja Community is now on its 9th cohort has been instrumental in driving Black excellence at CSM. Before Umoja, the 2012 Educational Master Plan noted that a mere 2-3 Black students graduated and transferred to a California public university each year. In the last several years, Umoja has graduated and transferred between 12-15 Black students each year! Furthermore, learning communities like Umoja have been the primary drivers of our College's budding reputation for Black student success. The award CSM recently received, recognizing its transfer English throughput for Black students as one of the highest in the state further highlights the impact of our Umoja Program. Moreover, CSM was chosen as a case study for the RP Group's African American Transfer Tipping Point study because our Black students are some of the most successful in the system.

Process Used

The position was approved through the College's resource request process.

Position Title: Basic Needs Coordinator

Position Classification and Salary Range: Grade 27 – Salary Schedule 60

Position Funding Source: (General Fund, Fund 3, Special Allocation, Grant, etc.)

Campus basic needs grants

Position Description

Acting under the direction of the Director of SparkPoint, and in alignment with State basic needs mandates, the Basic Needs Coordinator will serve as the primary coordinator of basic needs services at the College of San Mateo (CSM). The Basic Needs Coordinator will lead the planning, coordination, and delivery of campus services, programs, outreach activities and data collection specifically focused on food, housing and basic needs crisis. This position will support the success and retention of students navigating homelessness, housing instability and food insecurity by coordinating individualized support including enrolling in on-campus basic needs programs, connecting with local resources and applying for applicable public benefits to meet one’s basic needs.

Rationale/Justification for the Position

State SB-129 directives requires that each campus “establish and/or expand a Basic Needs Center and designate at least one staff person as the Basic Needs Coordinator to provide holistic, comprehensive basic needs services and resources to students.” This position will support meeting this State deliverable, while also uplifting CSM’s mission and strategic planning efforts to support equity and student achievement, through the delivery of meaningful, strength-based basic needs services.

In addition to fulfilling State requirements, this position will attend to the overwhelming increase in demand for student basic needs services seen across the District and State. According to a Hope Center study surveying over 40,000 students across the CCC system, half of students experienced food insecurity in the last month, 60% were housing insecure and 19% had experienced homelessness in the previous year.

Food and housing insecurity threaten student achievement, retention and health outcomes. Due to the economic fallout and emergency response initiatives resulting from the pandemic, SparkPoint has expanded programmatic scope of work, moving from providing mainly financial literacy education to now carrying out high-touch, complex and often crisis-oriented basic needs services. SparkPoint now encompasses large-scale District basic needs initiatives including a weekly drive-thru food distribution, food grant program and emergency hotel stay response.

While earlier CSM SparkPoint services were focused on helping students stabilize their budget by leveraging public benefits assistance and food pantry programs to expand their resources, the program has pivoted to services that are often crisis oriented in nature. The Basic Needs Coordinator will lead program delivery for students who are experiencing homelessness, hunger and financial distress by providing essential and lifeline basic needs services. The work to stabilize students in crisis will occur in conjunction with the SparkPoint Coordinator, who after a student’s immediate basic needs are met, will

carry out efforts to prevent future crisis and support long-term prosperity building by delivering financial literacy education and connecting students to financial aid and other related services.

Finally, with the success of SMCCD's trailblazing free-college efforts we expect, and invite, an increase in students pursuing educational advancement through SB-893. With this expansion CSM anticipates an exponential increase in demand for basic needs services. Acquiring a Basic Needs Coordinator will be crucial in supporting the campuses basic needs response and student retention efforts.

Process Used

Following an extensive needs assessment conducted by SparkPoint, the need for a staffing position to lead campus basic needs services was clearly identified and articulated. A request to hire a Basic Needs Coordinator was submitted through CSM's formal resources request process. Through this process it was determined this position, and the services it will carry out, are a top priority for CSM. The pursuit of this role was approved at a campus level and supported by the campus executive leadership team.

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Program Services Coordinator:
Community Engagement with a focus on English Language Learners

Position Classification and Salary Range: Salary Schedule 60, Grade 27 \$68,580.00 to \$87,504.00

Position Funding Source: Fund 1

Position Description

Under direction, the Program Services Coordinator assists in the planning, coordination, and implementation of such services as student recruitment, orientation, assessments and special events, tours, individual and specialized programs and other support current and potential program participants. Public contact is extensive and can include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. The Program Services Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

Rationale/Justification for the Position

The College has expanded many major programs and services that directly support District and College strategic priorities/goals that includes the Free SMCCCD Initiatives.

The program services coordinator will provide direct program coordination in support of advancing our service of English as a Second Language individuals that includes: students, prospective students and community members.

The position proposed will support the following districtwide and college-level strategic goals and strategies:

- Increase community partnerships that lead to College of San Mateo being a workforce and economic development engine in our communities.
- Measure the impact of new and existing District Wide efforts to increase access, success, and completion while reducing equity gaps for disproportionately impacted student groups.
- Expand dual enrollment, early college, concurrent and working adult college program opportunities for English as a Second Language individuals.
- Increase collaboration, interaction, and alignment with high school partners to increase successful transitions from local high schools and to ensure higher education is accessible for all San Mateo County high school students. In particular, this position will focus on increasing ESL student matriculation, persistence and success.
- Encourage the development of methodologies that increase the number of students who utilize support services that enable them to stay in school and succeed.
- Strengthen the alignment of career education programs with projected workforce needs and student and prospective student needs.

- Create faculty-to-faculty collaboration as part of high school and adult school partnerships, for Dual Enrollment and Guided Pathways to better align curricula and to create seamless transitions from secondary to postsecondary education.

This position will prove critical in assisting the Strategic Initiative and Economic Development team deliver upon the College's identified priorities of serving students, partners, and state and federal funders effectively.

Process Used

This position was supported and prioritized during the College's resource allocation process.

New Position Request - Executive Summary

Organization: College of San Mateo

Position Title: Program Services Coordinator: Workforce Development Grants

Position Classification and Salary Range: Salary Schedule 60, Grade 27 \$68,580.00 to \$87,504.00

Position Funding Source: Perkins V, Perkins Reserve, Strong Workforce

Position Description

Under direction, the Program Services Coordinator assists in the planning, coordination, and implementation of such services as student recruitment, orientation, job skills assessments and job placement, special events, tours, individual and specialized programs and other support current and potential program participants. Public contact is extensive and can include students, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. The Program Services Coordinator can lead the work of student assistants, proctors, and other staff as assigned.

Rationale/Justification for the Position

The Program Services Coordinator for Workforce Development Grants is essential to effectively contribute to the delivery of District and College strategic priorities.

Indeed, College of San Mateo's Office of Strategic Initiatives & Economic Development (SIED) is actively engaged in supporting and expanding career education programming and services that connect students to internships and living-wage career opportunities across San Mateo County and the greater Bay Region. College of San Mateo, through its SIED office, was recently awarded two new federal and state categorical funding sources to support its efforts. These new awards represent an increase of over \$400,000 in additional ongoing funding commitments. This new program services coordinator (PSC) position will support critical elements of SIED's work, ensuring the engagement of local community partners in programs and pathways development. The PSC position will also be integral in connecting students to internship and employment opportunities, through direct access and support services. In addition, the PSC will provide dedicated administrative support, necessary to maintaining compliance with federal and state funding mandates, and, thereby, ensuring ongoing funding for College of San Mateo.

The Program Services Coordinator will further provide direct support in the design and delivery of events, workshops, and services in support of student careers. As College of San Mateo continues to engage internal and external community partners, as well as current and prospective students, the PSC will be instrumental in pathway exploration, along with establishing connections to meaningful employment, and seamless matriculation to the college. This position will, in addition, provide critical project management and administrative support across the college's workforce development funds, such as the Strong Workforce Program (SWP), Perkins V, Perkins Reserve, to name a few.

This Program Service Coordinator position will also support the following districtwide and college-level strategic goals and strategies:

- Increasing community partnerships that lead to College of San Mateo being a workforce and economic development engine in our communities
- Measuring the impact of new and existing Districtwide efforts to increase access, success, and completion while reducing equity gaps for disproportionately impacted student groups.
- Encouraging the development of methodologies that increase the number of students who utilize support services that enable them to stay in school and succeed.
- Strengthening the alignment of career education programs with projected workforce needs.
- Creating faculty-to-faculty collaboration as part of high school partnerships for Dual Enrollment and Guided Pathways to better align curricula and to create seamless transitions from secondary to postsecondary education.

Process Used

The position was prioritized and approved through the College's resource request process.

Reassignment of Position - Executive Summary for Contracts Specialist**Organization:** District Office (General Services)**Position Title:** Contract Specialist**Position Classification & Salary Range:**

- Classified Salary Schedule (60), C6222
- Grade 38, \$89796-\$114972

Position Funding Source: Fund 4: Funds have been set aside from Facilities and the Colleges outside of their Fund 1 operating budgets to support projects.**Position Description / Role & Responsibilities:**

Under the direction of the Director of General Services, this position performs a variety of technical and complex duties in support of the procurement and contracting operations for the District's capital and maintenance projects. The Contract Specialist reviews, evaluates, processes, and maintains public works, professional services and maintenance service contracts, including respective procurement/contracting support documentation; participates in the management of the District's contractor and consultant pre-qualification processes; validates and verifies appropriate bond and insurance documents secured by contractors and consultants; and exchanges professional information with District and College staff, vendors, contractors, and business representatives regarding procurement and contracting rules, policies and procedures, vendor prequalification, planned bids, bids in process, and contracts status.

Rationale/Justification for Reassignment of the Position:

The current Contracts Specialist was hired specifically to support the Capital Improvement Program III Measure H Bond Program and is funded by Measure H, which is nearing completion. Currently, all Measure H Bond funded positions are temporary.

The SMCCC District is planning and has funding to implement more than thirty large capital and maintenance projects over the next 3-5 years. Additionally, the colleges need support for various college funded tenant improvement projects. These projects will require ongoing vendor prequalification, procurement and contracting administration for successful delivery. Currently, the Contract Specialist position, along with the Director of General Services, are the only positions serving the entire District to handle the aforementioned critical roles and responsibilities and it is a heavy workload. Without the continued support from this position, the General Services department would simply not have the capacity to provide these critical and essential services. The Contract Specialist position will continue to provide support to the General Services team to efficiently manage the critically important procurement and contracting process. Their primary focus will remain on ensuring that the District is in compliance with all applicable laws, regulations and District policies and procedures. It is recommended that this essential General Services position be institutionalized to support the delivery of the District's impending and future projects and reassign the incumbent from temporary Measure H position to a regular District position.

Process Used:

Identification and evaluation of projects including current projects in process, projects already funded, projects in design and planning, and future project needs. Review and discussion with Executive Vice Chancellor and Human Resources. The incumbent in this temporary position would be reassigned to the newly created regular position via the managed hire process as outlined in the CSEA contract. If approved, the position will be changed from temporary to regular.

Reassignment of Position - Executive Summary for Project Coordinator I (1 Position)

Organization: Facilities Planning

Position Title: Project Coordinator I

Position Classification & Salary Range:

- Classified Salary Schedule (60), C6148
- Grade 30, \$73968-\$94392

Position Funding Source:

Fund 4: Funds have been set aside from Facilities and the Colleges outside of their Fund 1 operating budgets to support projects.

Summary of Position Description:

Under direction, the employee acts as one of the District's representative to oversee, plan, organize, and coordinate, the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District capital projects. The Project Coordinator I acts as the liaison between project stake holders and contractors, subcontractors, design professionals, consultants, and engineers during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital projects; monitors projects being planned, designed, and constructed according to District specifications.

Summary of Role & Responsibilities:

Participates in the development of project plans, design, and budget preparation. Assists Project Managers with activities for a variety of District planning, design, and construction projects. Provides onsite coordination of construction activities for a variety of projects including remodel, renovation, and new construction. Assists all aspects of construction projects to facilitate completion of projects in accordance with plans and specifications and oversees schedule to monitor any potential impact on campus operations.

Rationale/Justification for Reassignment of the Position:

The current Facilities Planning Project Coordinator I was hired specifically to execute the Capital Improvement Program III Measure H Bond Program and is funded by Measure H, which is nearing completion. Currently, all Facilities Planning positions are temporary.

The SMCCC District is planning and has funding to implement more than thirty large capital and maintenance projects over the next 3-5 years. These projects will require ongoing project management administration for successful delivery. That the District continues to have several major projects both funded and in the planning stages, it is recommended that essential Facilities Planning employees necessary to support the delivery of those impending and future projects are reassigned from temporary Measure H positions to regular institutionalized District positions.

Process Used: Identification and evaluation of projects including current projects in process, projects already funded, projects in design and planning, and future project needs. Development of a Facilities Planning staffing plan based on the need for project management over the next 3-5 years. Review and discussion with Executive Vice Chancellor and Human Resources.

Reassignment of Position - Executive Summary for Project Coordinator II (2 Positions)**Organization:** Facilities Planning**Position Title:** Project Coordinator II**Position Classification & Salary Range:**

- Classified Salary Schedule (60), C6149
- Grade 38, \$89796-\$114972

Position Funding Source:

Fund 4: Funds have been set aside from Facilities and the Colleges outside of their Fund 1 operating budgets to support projects.

Summary of Position Description:

Under direction, the employee acts as one of the District's representative to oversee, plan, organize, and coordinate, the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District capital projects. The Project Coordinator II acts as the liaison between project stake holders and contractors, design professionals, consultants, and engineers during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital projects; monitors projects being planned, designed, and constructed according to District specifications. A high degree of independent judgment and creativity is required to resolve a variety of minor and major problems that arise. A Project Coordinator II can lead the work of clerical and student staff as assigned.

Summary of Role & Responsibilities:

Participates in the development of project plans, design, and budget preparation. Assists Project Managers with activities for a variety of District planning, design, and construction projects. Oversees activities for a variety of District planning, design, and construction projects. Provides onsite coordination of construction activities for a variety of projects including remodel, renovation, and new construction. Develops and maintains project programs and schedules involving external agencies, clients, consultants, and contractors, and subcontractors. Prepares, revises, monitors various construction related schedules, plans, and documents. Provides onsite coordination of construction activities for a variety of projects including remodel, renovation, and new construction. Coordinates all aspects of construction projects to facilitate completion of projects in accordance with plans and specifications and oversees schedule to monitor any potential impact on campus operations.

Rationale/Justification for Reassignment of the Position:

The current Facilities Planning Project Coordinators II were hired specifically to execute the Capital Improvement Program III Measure H Bond Program and is funded by Measure H, which is nearing completion. Currently, all Facilities Planning positions are temporary.

The SMCCC District is planning and has funding to implement more than thirty large capital and maintenance projects over the next 3-5 years. These projects will require ongoing project management administration for successful delivery. That the District continues to have several major projects both funded and in the planning stages, it is recommended that essential Facilities Planning employees necessary to support the delivery of those impending and future projects are reassigned from temporary Measure H positions to regular institutionalized District positions.

Process Used: Identification and evaluation of projects including current projects in process, projects already funded, projects in design and planning, and future project needs. Development of a Facilities Planning staffing plan based on the need for project management over the next 3-5 years. Review and discussion with Executive Vice Chancellor and Human Resources.

Reassignment of Position - Executive Summary for Project Manager II (2 Positions)**Organization:** Facilities Planning**Position Title:** Project Manager II**Position Classification & Salary Range:**

- Classified Exempt Supervisory Salary Schedule (35), C4121
- Grade 191E, \$116808-\$147984

Position Funding Source:

Fund 4: Funds have been set aside from Facilities and the Colleges outside of their Fund 1 operating budgets to support projects.

Summary of Position Description:

Required to oversee, plan, organize, and supervise, the work of contractors, subcontractors, design professionals, consultants, and engineers to plan, develop, design and construct District capital projects. The Project Manager acts as the liaison between project stake holders and contractors, subcontractors, design professionals, consultants, engineers, and college and district administration during the planning, design, construction, and post-occupancy evaluation phases of specifically assigned capital projects; ensures that projects are planned, designed, and constructed and closed out according to District specifications.

Summary of Role & Responsibilities:

Participates in the development of and monitors construction project programs, plans, designs, schedules. Prepares preliminary and final project budgets, monitors commitments and expenditures and presents recommendations for budget adjustments as appropriate. Develops and maintains project programs and schedules involving external agencies, clients, consultants, and contractors, and sub-contractors. Coordinates the services of architects, engineers, contractors, inspectors and other consultants during project planning, design, construction, occupancy and post-occupancy and close out. Maintains all necessary records for planning, design, and construction activities for assigned projects. Manages project procurement phase including preparation of Division 00-01 specifications, contractor outreach, pre-bid job-walks, bid evaluation and preparation of construction contracts. Conducts pre-bid job site visits, preconstruction meetings and construction progress meetings. Oversees that construction work completed complies with current building codes, and other regulatory requirements. Conducts final inspections of projects as assigned, coordinates project construction closeout procedures and arranges for official acceptance of projects on behalf of the District. Resolves job site conflicts by establishing review processes and mechanisms early in the project to minimize delays in job progress and potential impact on project budget.

Rationale/Justification for Reassignment of the Position:

The current Facilities Planning Project Managers were hired specifically to execute the Capital Improvement Program III Measure H Bond Program and is funded by Measure H, which is nearing completion. Currently, all Facilities Planning positions are temporary.

The SMCCC District is planning and has funding to implement more than thirty large capital and maintenance projects over the next 3-5 years. These projects will require ongoing project management administration for successful delivery. That the District continues to have several major projects both funded and in the planning stages, it is recommended that essential Facilities Planning employees necessary to support the delivery of those impending and future projects are reassigned from temporary Measure H positions to regular institutionalized District positions.

Process Used: Identification and evaluation of projects including current projects in process, projects already funded, projects in design and planning, and future project needs. Development of a Facilities



Planning staffing plan based on the need for project management over the next 3-5 years. Review and discussion with Executive Vice Chancellor and Human Resources.

Reassignment of Position- Executive Summary for Director of Capital Projects**Organization:** Facilities Planning**Position Title:** Director of Capital Projects**Position Classification & Salary Range:**

- Management Salary Schedule (20), A3015
- Grade AE, \$161328-\$205824

Position Funding Source:

Fund 4: Funds have been set aside from Facilities outside of their Fund 1 operating budgets to support projects. Going forward, the colleges may also provide support to their specific projects.

Summary of Position Description:

Provides management and overall policy direction for capital construction projects; oversight of capital construction budget preparation, execution, conciliation; development of the District's Five-Year Construction Plan and submission of capital project proposals and all associated documents to the State Chancellor's office. Serves as the District representative and liaison to the State Chancellor's office on all capital projects.

Summary of Role & Responsibilities:

Works directly with the colleges to ensure that capital projects meet the needs and expectations of educational programs and services in support of the colleges' educational mission. Ensures compliance as it relates to public works design and construction. Ensures close-out of capital projects including complete DSA close-out, project archiving and turnover of project records and materials to the Maintenance & Operations team. Develops and delivers informational updates and presentations to the Board of Trustees, Citizen's Oversight Committee and other interested organizations. Prepares correspondence, reports, budget studies, track and review financial and other data, publicity materials and other written materials; sets up and maintains electronic and manual file systems. Plans project budgets in conjunction with management and other staff. Monitors budget expenditures and revenues, transfers and reporting online; makes recommendations for changes to budgets, staffing, facilities, supplies and equipment. Trains, supervises and evaluates the work of staff; directs the work of consultants, student assistants and volunteers.

Rationale/Justification for Reassignment of the Position:

The current Facilities Planning Director of Capital Projects was hired specifically to execute the Capital Improvement Program III Measure H Bond Program and is funded by Measure H, which is nearing completion. Currently, all Facilities Planning positions are temporary.

The SMCCC District is planning and has funding to implement more than thirty large capital and maintenance projects over the next 3-5 years. These projects will require ongoing project management administration for successful delivery. That the District continues to have several major projects both funded and in the planning stages, it is recommended that essential Facilities Planning employees necessary to support the delivery of those impending and future projects are reassigned as institutionalized from temporary Measure H positions to regular District positions.

Process Used: Identification and evaluation of projects including current projects in process, projects already funded, projects in design and planning, and future project needs. Development of a Facilities Planning staffing plan based on the need for project management over the next 3-5 years. Review and discussion with Executive Vice Chancellor and Human Resources.

Organization: Information Technology Services

Position Title: IT Support Technician II

Position Classification & Salary Range: Classified Staff / Schedule 60/ Grade 31A

Position Funding Source: Fund 1

Position Description:

Provides support to faculty, staff and students on various computer platforms, networks and applications. The IT Support Technician II performs technical work involving troubleshooting with the support of other members of the technology support team. The work involves a variety of technologies and actions, including: installation, operation, configuration, repair, modification, and support of computers, electronic components, audio/video/multimedia equipment, software applications, desktop applications, some network servers supporting instructional programs, and other equipment.

Rationale/Justification for the Position: ITS is requesting to change the only IT Support Technician level I to IT Support Technician II as the Tech I position is the only position within the department and this entry level technician position is not necessary and beneficial to the department. Instead, ITS is requesting for staff allocation of IT Support Technician I position to IT Support Technician II position.

Process Used: A request for this change in staff allocation was brought forward to the District Office Leadership Team for consideration and a recommendation was made to forward to the Board of Trustees for approval.

**Summary of Personnel Items
Board Meeting - 2/22/2023**

Staff Allocation Changes: FUND 1

Position	Organization	Department	FTE	Range	Source	Notes
Program Services Coordinator	CSM	Strategic Initiatives & Economic Development	1.00	\$68,580 - \$87,504	Fund 1	English as a Second Language services
IT Technician I	DO	ITS	(1.00)	\$69,276 - \$88,368	Fund 1	Delete position
IT Technician II	DO	ITS	1.00	\$76,404 - \$97,620	Fund 1	Replacing the IT Tech I position
Net Change in FTE			1.00			

Staff Allocation Changes: FUND 3/ Other; Self-Funded or Grant Funded

Position	Organization	Department	FTE	Range	Source	Notes
Director of Equity	Cañada	Student Services	1.00	\$135,240 - \$171,324	Fund 3	
College Recruiter	Cañada	Student Services	0.00	\$73,272 - \$93,600	Fund 3	Extension of a previously Board approved position
Program Services Coordinator	Cañada	Humanities & Social Sciences	0.48	\$32,918 - \$42,001	Fund 3	Umoja Program
Administrative Assistant	CSM	Student Equity	1.00	\$68,580 - \$87,504	Fund 3	
Program Services Coordinator	CSM	Enrollment Services	1.00	\$68,580 - \$87,504	Fund 3	Basic Needs services
Program Services Coordinator	CSM	Strategic Initiatives & Economic Development	1.00	\$68,580 - \$87,504	Fund 3	Workforce Development Grants
Program Services Coordinator	CSM	Academic Support & Learning Technologies	1.00	\$68,580 - \$87,504	Fund 3	Umoja Program
Contract Specialist	DO	General Services	0.00	\$89,796 - \$114,972	Other	Converting temporary Measure H position to permanent position
Project Coordinator I	DO	Facilities	0.00	\$73,968 - \$94,392	Other	Converting temporary Measure H position to permanent position
Project Coordinator II	DO	Facilities	0.00	\$89,796 - \$114,972	Other	Converting temporary Measure H position to permanent position

**Summary of Personnel Items
Board Meeting - 2/22/2023**

Project Manager II	DO	Facilities	0.00	\$116,808 - \$147,984	Other	Converting temporary Measure H position to permanent position
Director of Capital Projects	DO	Facilities	0.00	\$161,328 - \$205,824	Other	Converting temporary Measure H position to permanent position
Net Change in FTE			5.48			

New Hires, Reassignments, Transfers, Replacements:

Position	Employee Name	Organization	Department	Range	Source	Notes
Instructional Designer	Hughes	Cañada	Academic Support & Learning Technologies	\$74,580 - \$104,988	Fund 1	New position approved by Board on February 23, 2022
Retention Specialist	Sina	CSM	Strategic Initiatives and Economic Development	\$63,840 - \$81,636	Fund 3	New position approved by Board on April 27, 2022
Librarian	Thomas	CSM	Academic Support & Learning Technologies	\$74,580 - \$104,988	Fund 1	Prior employee was reassigned
Program Services Coordinator	White	CSM	International Education	\$68,580 - \$87,504	Fund 1	Prior employee was reassigned
Admissions & Records Assistant III	Santana	Skyline	Enrollment Services	\$63,840 - \$81,636	Fund 1	Prior employee was reassigned

Summary Changes in Net FTE		
	FUND 1	Fund 3/Other
New Positions	1.00	5.00
Faculty	0.00	0
Total by Fund	1.00	5.48
Grand Total		6.48